



The International Institute of Social History (IISH) conducts advanced research on the global history of work, workers, and labour relations and to this end gathers data, which are made available to other researchers as well.

The International Association of Labour History Institutions (IALHI) brings together archives, libraries, documentation centers, museums and research institutions specializing in the history and theory of the labour movement from all over the world. IALHI's Social History Portal gives access to over 900.000 digital objects (archives, books, brochures, leaflets, photographs, posters, prints, cartoons, sound, films and videos).

The IISH is a member of IALHI.

IALHI is looking for an

Executive Assistant (m/f)

for 8 hours per week

based at the International Institute of Social History, Amsterdam

Duties

Member Relations

- Recruits new member institutions, by:
 - Preparing and maintaining a prospect list
 - Developing flyers, posters, brochures, etc.
 - Preparing and maintaining IALHI booths at relevant conferences
 - Reaching out to prospect institutions in other ways
- Retains member institutions
 - Conduct outreach to existing members
 - Try to win back members who stopped paying their fees

Products and services

- Maintains and helps develop (content of) IALHI's website and social media
- Maintains and helps develop (content of) the Social History Portal
- Coordinates and helps develop IALHI's presence in Europeana (and possible other platforms)
- Monitors the activities of local conference organizers and assists if necessary
- Looks for relevant calls for grant applications
- Assists in drawing up grant applications
- Assists in managing projects, or manage (smaller) projects

Management

- Prepares Board-meetings and meetings of the General Assembly
- Assists president and secretary in day-to-day running of the network and in executing the decisions of the board and the general assembly.
- Takes minutes of Board meetings and meetings of the General Assembly
- Prepares decisions to be taken by the Board
- Follows-up on decisions, monitor progress; encourages board members and others, if needed, to take action

Administration

- Conducts member administration
- Conducts financial bookkeeping through the financial department of the IISH, including drawing up budgets and financial statements
- Keeps IALHI's archives

Skills and qualifications

- **Communication skills:** you are able to communicate clearly and positively, both verbally and in writing, on paper and in person;
- **“Sales” skills:** you are persuasive, adaptive, resilient and resourceful, being able to “sell” IALHI-membership to institutes all over the world;
- **Language skills:** proficient in English; Spanish and/or French would be nice
- **(Project) management skills:** you are able to organize, plan and effectively implement projects and tasks for yourself and others
- **Problem-solving skills:** you use creativity, reasoning, past experience, information and available resources to resolve issues
- **Web- and social media skills:** you have a basic knowledge of content management systems, social media accounts, and producing and editing texts, images and movies for the web
- **Administrative skills:** you have basic administrative and financial skills

Appointment and salary:

For now, this position involves a temporary appointment with the Stichting IISH for 23 months with a 1-month period of probation. The gross salary ranges from € 2.532 to € 3.996 (scale 10 CAO-Dutch Universities) based on a full working week (38 hours) and depending on relevant work experience. The IISH offers an extensive package of fringe benefits, such as 8,3% year-end bonus, 8% holiday pay, a good pension scheme, 6 weeks holiday on an annual basis and the possibility to buy or sell vacation hours.

To apply:

Please submit applications (letter and CV) before 14 April 2016 to IALHI2016@iisg.nl, attention Marjoleine Cornelissen (head Human Resources & Facilities) with the subject line Executive Assistant IALHI. Further information can be obtained from dr. Henk Wals (director IISH), e-mail henk.wals@iisg.nl or via tel. (0031)-(0)20-6685866.

You can find more information about IALHI on ialhi.org.